

Records Management Web Site Update #06

The following items describe the changes made to the Records Management Web Site during the months of June 2001. The items are listed by page as they appear on the Records Management home page. These changes will be published in a numbered memo. In addition to the changes shown here, re-linking web pages to attachments and correcting the web pages was also performed.

DOE Records Management Home Page

- No Changes

Pg 1 – Strategic and Tactical Plans

- No Changes

Pg 2 – Policy, Guidance, and Publications

- Added the following to the 2001 Numbered Memo section:
 - Numbered Memo 01-21, (NARA's BRIDG Meeting on Electronic Records) and the attachment (April 25, 2001 BRIDG meeting minutes)
 - Numbered Memo 01-22, Review of Draft Disposition Schedules and the following attachments:
 - Attachment 1 – SF-115- Individual Scientists Collections
 - Attachment 2 – Addition to DOE Administrative Schedule 16, Item 1
 - Attachment 3 – Addition to DOE Administrative Schedule 16, Item 8, Committee and Conference Files
 - Numbered Memo 01-23, Notice of Approved Disposition Schedule and Attachment (Damaged Radiograph)
 - Numbered Memo 01-24, High-Level Briefing and Attachment (NARA Presentation)
 - Numbered Memo 01-25, Roadmap Products and Attachment (Major Roadmap Projects and Workgroup Members)

Pg 3 – Records Disposition Schedules

- For Admin Schedule 1: Added X-Ray Films section 21 (d) to the Administrative Schedule Index and to the Changes to Admin Schedule page

Pg 4 – HQ Records Storage Support

- Updated links to DOE Order 1324.1a

Pg 5 – DOE Records Management Points of Contact and Organizational Charters

- Updated RM Field POC list:

Lowell Langford retired and Katherine Thomas is now the POC.

[Katherine Thomas](#)

Phone: 918-595-6718

Fax: 918-595-6656

Pg 6 – Records Management Links And Finding Aids

- No Changes

Pg 7 – Training in Records Management

- No Changes

Pg 8 – Upcoming Events

- No Changes

Pg 9 – E-Mail Pilot

- Added the following items to the pilot web page:

Finalized E-Mail Pilot Narrative
ForeMost Training Calendar

Pg 10 – Other Links

- No Changes